

**Next Meeting: October 5, 2005  
10:00 a.m. – Michigan Education Association**

**SPECIAL EDUCATION ADVISORY COMMITTEE  
(with the STATE INTERAGENCY COORDINATING COUNCIL)**

Minutes of June 22, 2005 Meeting

9:00 a.m.

**Present:** Cindy Anderson, Patt Clement, Cheryl Ervin, Sheri Falvay, Janice Fialka, Darlene Heard-Thomas, Elaine High, Ric Hogerheide, Patricia Keller, Paul Kubicek, Pat MacQuarrie (for Randall VanGasse), Lee Martin, Jerry Oermann, Anne Richardson, Debs Roush, Colette Ward, Julie Winkelstern  
Ex-Officio Members: Lynn Boza (for Rosanne Renauer), Mark Larson, Michele Robinson, Jacquelyn Thompson

**Absent:** Gloria Anderson, Kathleen Clegg, Pansy Coleman, Jill Jacobs, Dara Knill, Jim Kubaiko, Dodie Raycraft, Chuck Saur, Steve Schwartz, Jeff Siegel, Larry Simpson, Deb Todd, Julie Shore

**OSE/EIS Staff:** Kathy Barker, David Brock, Judy Hazelo, Fran Loose, Patti Oates-Ulrich, Barb Schinderle, Beth Steenwyk, Vanessa Winborne

**Guests:** Sandi Laham

**SICC Members:** Sr. Barbara Cline, Connie Cullip, Teresa Marvin, Shelley Miller-O'Neill, Joan Moiles, Tamara Nelson, Sandee Koski, Mark Reigle, Dawn Ritter, Connie Robinson, Mary Scoblic, Sheri Falvay

Chairperson Patt Clement called the meeting to order.

Roll Call

Roll call was taken and a quorum was present.

Introduction of Guests

Guests attending the meeting were introduced.

Information Items

A. IEP Forms and Manual

David Brock presented the Department's response to the public comment on the IEP Forms and Manual. Judy Hazelo made changes agreed upon by the group to the

electronic document at the meeting. The document was further discussed in small breakout groups.

#### B. Policy on Placement in Private Schools

David Brock presented the Department's response to the public comment on the Policy on Placement in Private Schools. Judy made changes agreed upon by the group to the electronic document at the meeting. The document was further discussed in small breakout groups.

#### C. IEP/IFSP

David Brock presented the Department's response to the public comment on the IEP/IFSP. Judy made changes agreed upon by the group to the electronic document at the meeting. The document was further discussed in small breakout groups.

#### D. Procedural Safeguards

David Brock presented the Department's response to the public comment on the Procedural Safeguards. Judy made changes agreed upon by the group to the electronic document at the meeting. The document was further discussed in small breakout groups.

#### E. CIMS

Kathy Barker presented the Department's response to the public comment on the CIMS. Judy made changes agreed upon by the group to the electronic document at the meeting. The document was further discussed in small breakout groups.

### Action Items

#### A. IEP Forms and Manual

The group that reviewed this document made the following recommendations:

- In box 2, add language to the end of the second box statement "including the right to invite support person or persons, i.e., a parent, other family member, advocate, or friend" instead of having a separate check box.
- At the end of the statement in box 4, add "(e.g., power-of-attorney, trustee)."
- Move the parent excusal to a separate form and not include it on the IEP form.
- Language bolded in the plath.
- In the transition sections, under the statement of needed transition services, some word changes recorded by Judy.
- Recommend the Department take the necessary steps to move the requirement for transition back down to age 14.
- Incorporate "include measurable post-secondary goal" and "meeting the student's transition needs" in 6-1.

- In 8-1, section two, insert “as per current guidelines.”
- The group recommends an additional model form for invitation to the IEP. Jacquelyn Thompson suggested adding something referencing current State Board of Education policy and standard and how to find it.

Debs Roush moved, seconded by Janice Fialka, to approve the document with recommendations. The motion carried.

#### B. Policy on Placement in Private Schools

The group that reviewed this document made the following recommendations:

- \*\*get off post-it notes\*\*

Jerry Oermann, seconded by Julie Winkelstern, moved to approve the document with recommendations. The motion carried.

#### C. IEP/IFSP

The group that reviewed this document made the following recommendations:

- The strengths of the child should be moved to the top.
- The portion of the previous form regarding insurance should be added back in.
- The group would like the legality of using the social security number as an identifier further investigated.
- Acronyms should be spelled out to make the document more family-friendly. Further, the group suggests having a group of families further examine the document for family friendliness.
- Natural environments should be per service rather than per outcome.
- On page five, “placement” is redundant and should be removed.
- The parent should have to consent to a service being discontinued.
- Clarification regarding authorization to share is necessary.
- “Material needs” should be changed to “basic needs” on page two. Examples should be provided to give guidance to service providers.
- Strengths should be added to the progress page.
- An annual review of family information should be added.

Jerry Oermann recommended, seconded by Debs Roush, to support the document with amendments. Anne Richardson suggested further wordsmithing that was captured by Judy. The motion carried.

#### D. Procedural Safeguards

Cheryl Ervin, seconded by Paul Kubicek moved to approve the document with the addition of an IEPC addendum. The motion carried.

E. CIMS

The group that reviewed this document made the following recommendations:

- Have a pool of trained experienced parents be established to serve as external to the ISD Steering Committee member.
- Require a 20% minimum of 2 parents locally involved to be on the steering committee.
- An Orientation of the steering committee be clarified or defined through training.

Elaine High moved, seconded by Cheryl Ervin, to approve the document with revisions.

Elaine and Cheryl both accepted the following as a friendly amendment: If Part C is being covered, a Part C parent will be present, if Part B, a Part B parent. The motion carried as amended.

Ric Hoyerheide moved, seconded by Cheryl Ervin, to adjourn. The motion carried. The meeting was adjourned.

Amanda Whitehead  
Recording Secretary